

## **Instructions for Transfer of Grades Application**

For a person who has obtained education and experience in another state and is not currently holding a license in that other state.

## **Quick Steps**

- 1. Forms you must complete:
  - ✓ Accountancy Application Part 1 & Part 2 State Form 49209 2 pages
    Important Notice: Be sure to fill out ALL questions. If the question does not pertain to your situation, enter "N/A" or "none" to assure your Certificate Application is quickly processed.
  - ✓ Notarized CPA Verification of Experience State Form 53888 1 page
  - ✓ Certified Original College/University Transcript
  - ✓ CPA Examination Grades from the state the Exam(s) were taken (Original Document)

2. Fee: Application fee: \$85.00

3. Mail: Completed Forms to:

**Indiana Professional Licensing Agency** 

Attn: Indiana Board of Accountancy 402 West Washington Street, Room W072

Indianapolis, Indiana 46204-2700



## **What Happens Next**

- Once you submit your application, a case manager will review the information. If you have failed to complete
  the forms properly you will be contacted by email to remedy the problem. Your application fee will be
  deposited.
- 2. Upon receipt of all required information and forms you will be contacted by email regarding the status of your CPA application.
- 3. The case manager will contact you by email and notify you of your issuance date and license number. You will be sent an approval letter outlining CPE requirements based on your license issuance date.